



# 4480

**VITA/TCE Link & Learn Taxes Training Kit**  
Volunteer Income Tax Assistance (VITA) / Tax Counseling for the Elderly (TCE)

**2014 RETURNS**



Take your VITA/TCE training online at [www.irs.gov](http://www.irs.gov) (keyword: Link & Learn Taxes). Link to the Practice Lab to gain experience using tax software and take the certification test online, with immediate scoring and feedback.



## What products are available for VITA/TCE training?

Product	Highlights
Link & Learn Taxes - Electronic format	Available on <a href="http://www.irs.gov">www.irs.gov</a> , keyword <i>Link &amp; Learn Taxes</i> and provides access to all VITA/TCE courses and tests: <ul style="list-style-type: none"> <li>• Basic, Advanced, Military, and International</li> <li>• Health Savings Accounts (HSA), Foreign Student, and Puerto Rico</li> <li>• Volunteer Standards of Conduct, Intake/Interview &amp; Quality Review, and Site Coordinator Training</li> </ul>
Publication 5157, Affordable Care Act (ACA) - Electronic and print format	<ul style="list-style-type: none"> <li>• ACA training for VITA/TCE volunteers.</li> </ul>
Publication 4491, Student Training Guide - Electronic and print (for new volunteers only) format, stand alone product	<ul style="list-style-type: none"> <li>• Contains tax law contents in evergreen* format. Updates to tax law will be provided in Publication 4491X</li> <li>• Basic, Advanced, Military &amp; International courses are contained in this guide</li> </ul>
Publication 4555E, VITA/TCE e-instructor guidance - Electronic format	<ul style="list-style-type: none"> <li>• Instructor guide available electronically on <a href="http://www.irs.gov">www.irs.gov</a></li> </ul>
Publication 4491W, Comprehensive Problems & Exercises Workbook - Electronic and print (for new volunteers only) format	<ul style="list-style-type: none"> <li>• Contains problems and practice exercises in evergreen* format. Answers are provided for TY2012 in the workbook, and current year answers will be made available in Publication 4491X</li> </ul>
Publication 4012, Volunteer Resource Guide - Electronic and print format, part of Publication 4480 kit and stand alone	<ul style="list-style-type: none"> <li>• A training tool and site reference guide revised annually to the current tax year</li> </ul>
Form 6744, Test/Retest - Electronic and print format, part of Publication 4480 kit and stand alone	<ul style="list-style-type: none"> <li>• The tests (Basic, Advanced, Military, and International) are open book and can be taken and scored on Link &amp; Learn Taxes</li> <li>• The answers for the test and retest are based on 2014 values for deductions, exemptions, tax, and credits. To be a certified volunteer, the student must demonstrate competency in 2014 tax law. Only the 2014 version of the software will generate the correct answers</li> <li>• The Standards of Conduct-Ethics test is included in this booklet</li> </ul>
Course Evaluation - Electronic format	<ul style="list-style-type: none"> <li>• Share your ideas for enhancing these materials by completing the training evaluations on <a href="http://www.irs.gov">www.irs.gov</a>, keyword <i>Link &amp; Learn Taxes</i></li> </ul>
Practice Lab	<ul style="list-style-type: none"> <li>• This is an early-release version of the IRS-provided tax preparation software to use for training and testing. Access available through <i>Link &amp; Learn Taxes</i></li> </ul>
Publication 4189 (CD)	<ul style="list-style-type: none"> <li>• Contains answers for Form 6744 and HSA optional module. Available through your SPEC Relationship Manager</li> </ul>
Publication 4942 - Specialty Course HSA - Electronic format	<ul style="list-style-type: none"> <li>• Contains HSA course and test</li> </ul>
Publication 4961 - Volunteer Standards of Conduct-Ethics Training - Electronic and print format	<ul style="list-style-type: none"> <li>• Contains the Volunteer Standards of Conduct-Ethics training</li> </ul>
Publication 4491X - VITA/TCE Training Supplement - Electronic format	<ul style="list-style-type: none"> <li>• Contains current filing season updates</li> </ul>
Publication 5051 (CD)	<ul style="list-style-type: none"> <li>• Contain Pubs. 4012, 5157, 4491 <i>VITA/TCE Training Guide</i> (Rev. 10-2014), 4491-W <i>VITA/TCE Problems and Exercises</i> (Rev. 10-2014), 4942 <i>VITA/TCE Health Savings Accounts</i>, 4961 <i>Volunteer Standards of Conduct (Ethics)</i>, 4704-FS (<i>Foreign Student and Scholar Volunteer Test</i>), 4011 (<i>Foreign Student and Scholar Volunteer Resource Guide</i>), 4695(PR) (<i>VITA/TCE Puerto Rico Volunteer Test</i>), 4696(PR) (<i>VITA/TCE Puerto Rico Volunteer Resource Guide</i>), Forms 6744, and 13614-C EN and SP (<i>Intake/Interview &amp; Quality Review Sheet</i>).</li> </ul>

\* We will update evergreen products – products that require minimal updates – every 2 or 3 years. The printed products are only available for new volunteers. **Please consult the Publication 4491X for any updates to our evergreen products.**